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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Comptroller

DATE: MAR 19 1954

FROM : Chief, Technical Accounting Staff

SUBJECT: Requests for Approval and Reproduction of Annual Penalty  
Indicia Inventory Report Format

1. Paragraph 6. c. (1) of the Penalty Mail Regulation, [ ] states that the annual inventory of penalty indicia items shall be reported to the Chief, Fiscal Division, Office of the Comptroller, on the form which will be available from the Supply Division, Logistics Office.
2. Under cover of the attached memorandum dated 5 March 1954 from the Chief, Administrative Staff, Logistics Office, to this Office, there was submitted for concurrence a suggested format for the required form. This Office was also requested in this memorandum to execute the attached requests.
3. Minor revisions were made by this Staff in the format suggested by the Logistics Office. Concurrence was obtained on the revised format through informal discussions with the Fiscal Division and the Supply Division, Logistics Office.
4. The attached requests are submitted to you for approval of the form and the requisition for printing.



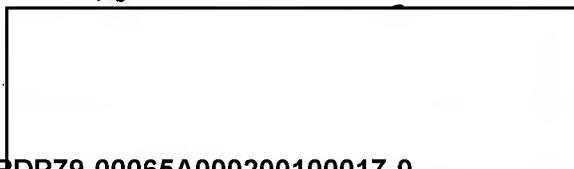
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JOB NO. [ ] BOX NO. [ ] FLD NO. [ ] DOC. NO. /4 NO CHANGE  
 IN CLASS/ [ ] DICO/ [ ] CHARGE CHARTED TO: TS S C RET. JUST. 22  
 NEXT REV DATE 29 JUN 1979 BY DATE 26/12/79 REVIEWER [ ] TYPE DOC. 02  
 NO. PGS 2 CREATION DATE 09 OPL 38 ORG CLASS 6  
 REV CLASS C REV COORD. AUTH: HR 70-3

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TO : Comptroller

DATE: MAR 5 1954

25X1 ATT : Mr. [redacted]

FROM : Chief, Administrative Staff, Logistics Office

25X1 SUBJECT: Form Required by Regulation [redacted] "Penalty Indicia Mail"

1. Attached is suggested form "Annual Penalty Indicia Inventory and Usage Report" as referred to in Regulation [redacted] paragraph 6. c.

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2. This form was designed for use of each organizational element of the Agency in reporting to the Office of the Comptroller, and could also be used by the Division or Branch level in reporting to the office level for consolidation.

3. If your Office concurs in the format suggested for the required form, it is requested that you execute Form No. 30-11, "Request For The Approval of Forms", and forward to the Forms Control Officer in order that this form may be ordered for Agency stock.

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1 Attachment:

Suggested form as  
stated in 1 above

LO/AS/GM:mel (5 March 1954)

Distribution:

O&amp;I - Addressee

1 - LO Official file

1 - SD (Mr. [redacted])

1 - Forms File [redacted]

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Oct. 19, 1953

MEMORANDUM FOR:

SUBJECT: Penalty Indicia Mail

1. The attached instructions prescribe the procedure to be followed by the National Security Council in order for this Office to comply with the Act of June 25, 1948 (Title III of Public Law 735), as amended by Public Law 286, approved 15 August 1953, and as supplemented by Order No. 55348 issued by the Postmaster General on 31 August 1953, concerning postal matter bearing penalty indicia mailed by Departments and Agencies of the Government other than the Post Office Department.

2. Quarterly payments for the amount of penalty indicia mail dispatched during the quarter are required under existing law. The quarters for the fiscal year are as follows:

1 July to 30 September  
 1 October to 31 December  
 1 January to 31 March  
 1 April to 30 June

3. As the quarterly remittance for the quarter ended 30 September 1953 must be made by 30 October 1953, your report for the amount of penalty indicia mail dispatched during this quarter should be submitted as soon as possible. The request to the Division of Disbursements, Treasury Department, for issuance of checks for payment to the Post Office Department will be initiated by this Office.

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

E. A. SAUNDERS

## Attachment

## Instructions

TAS/FWG-HEJ:kdm (16 October 1953)

## Distribution:

Orig. and 1 - Addressee

1 - Signer's Copy

1 - Logistics (Supply Division)

1 - Fiscal Division

Approved For Release 2002/08/06 : CIA-RDP79-00065A000200100017-0

1 - Mr. [redacted]

1 - TAS Return

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Approved For Release 2002/08/06 : CIA-RDP79A000200100017-0

copy to Comptroller, CIA,  
original to be mailed to  
by N.S.C. [redacted] was offical on 4/5/54.  
[redacted] minis [redacted] 1048

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**INSTRUCTIONS REGARDING PENALTY INDICIA MAIL**

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**1. COMPLIANCE CERTIFICATES**

The National Security Council will prepare on its letterhead and submit quarterly to the Comptroller, CIA, the following certificate of compliance for transmittal to the Assistant Postmaster General, Bureau of Post Office Operations.

"I hereby certify that during the quarter ended \_\_\_\_\_ 19\_\_\_\_\_, no book, report, periodical, bulletin, pamphlet, list or other article or document was transmitted through the mail free of postage in violation of section 306 of the Penalty Mail Act of 1948, approved 25 June 1948 (Public Law 785, 80th Congress), by the National Security Council."

Signature \_\_\_\_\_

Name Typed \_\_\_\_\_

Title \_\_\_\_\_

**2. INVENTORY**

A definitive inventory, including an item count on all indicia matter in desks, will be taken within each component of National Security Council annually as of close of business 30 June. A report of the inventory of penalty indicia will be prepared on forms to be furnished by Supply Division, Logistics Office, CIA; will be signed by the head of the component; and will be forwarded to Chief, Supply Division, Logistics Office, CIA.

**3. ACCOUNTING FOR USE**

a. A daily record will be maintained by NSC reflecting the following information:

(1) First class mail dispatched under the penalty privilege.

(a) Envelopes or pieces of mail act in excess of  $4 \frac{1}{2} \times 10 \frac{3}{8}$  inches.

(b) envelopes or pieces of mail of a size in excess of  $4 \frac{1}{2} \times 10 \frac{3}{8}$  inches.

(2) Registered mail for which no fee is paid.

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- (3) Mailings made under a class other than first class segregated in accordance with applicable rates of postage as required by postal laws and regulations.
  - (4) The number of envelopes or pieces bearing penalty indicia for which postage is applied at time of mailing.
  - (5) The number of pieces of penalty indicia destroyed or obliterated classified in the following categories:
    - (a) Envelopes not in excess of 4 1/2 x 10 3/8 inches.
    - (b) Envelopes in excess of 4 1/2 x 10 3/8 inches.
    - (c) Labels
    - (d) Wrappers
    - (e) Cards
    - (f) Tags
    - (g) Other indicia matter
- b. At the close of each quarter a report will be submitted in duplicate to the Chief, Fiscal Division, Office of the Comptroller, CIA, indicating:
- (1) The total number of pieces of mail bearing the penalty indicia processed through official channels. This figure will be broken down in accordance with 3. a. (1) to 3. a. (3), inclusive.
  - (2) The value of postage to be transferred to the credit of the Post Office Department computed in accordance with the subparagraph c., below. The postage due for each of the categories listed in 3. a. (1) to 3. a. (3), inclusive, will also be indicated.
- c. In determining the amount of postage payable to the Post Office Department the following formula will be employed for first class mail:
- (1) Envelopes or pieces not in excess of 4 1/2 x 10 3/8 inches will be computed at the rate applicable to a one-ounce nonlocal first class letter (3 cents under existing rates).
  - (2) Envelopes and pieces of a size in excess of 4 1/2 x 10 3/8 inches will be computed at the rate of a three ounce first class letter (9 cents under existing rates).
  - (3) The fee on each article transmitted by registered mail will be computed at the minimum rate applicable to an article of no value (30 cents under existing rates).

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For other than first class mail the applicable rates for the class involved in accordance with Postal Laws and Regulations will be applicable.